

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-		Unit		
Class Title Staff Psychiatrist/Safety		Location		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R19	WORK WEEK GROUP SE	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Senior Psychiatrist Supervisor or designee, the Staff Psychiatrists are responsible for making definitive diagnoses and decisions. The Staff Psychiatrist examines and diagnoses psychiatric patients; determines types of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance, as necessary, from multi-disciplinary clinical staff.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
35%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Assessment and Evaluation: Psychiatric Diagnosis; Psychiatric Evaluations; Admission and Discharge Assessments.</p> <p>Evaluate patients for signs of mental illnesses.</p> <p>Perform psychiatric evaluations for the purpose of identifying working diagnosis (e.g., consent to treatment, capacity for further treatment, refusal of medications) in accordance with treatment plan.</p> <p>Provide therapy and treatment (e.g., psychological) to help set expectations and help patients understand necessary treatment expectations.</p> <p>Review clinical records of patients to assure their adequacy and guide treatment.</p> <p>Write orders for admission, transfer, discharge, medications, restraints and seclusion, and/or precautions (DTS/DTO/AWOL/Fire-setting/Victimization) according to departmental guidelines and policies.</p> <p>Review hospital policies and programs, and provide input for system changes and improvement to ensure compliance and consistency with departmental policies and procedures.</p> <p>Meet with patients to review clinical condition, diagnosis, treatment and prognosis in conjunction with their scheduled treatment planning conference.</p>

Maintain progress notes, Recommended Continuing Care Plan/Discharge Summary and other documentation for patients, incorporating subjective and objective information, test results, assessment of the current clinical condition and future treatment needed.
Evaluate the Medical and/or Psychiatric aspects of treatment programs for quality of medical services and conformance with the Treatment Plan and any regulatory requirements.

35%

Treatment: Therapeutic and Medication Management

Conduct regular rounds to identify signs and symptoms of mental illnesses, signs of medication side effects, and problematic issues that need to be addressed and/or to formulate best treatment approach.
Evaluate effects of medication on physical and mental status of patients.
Meet with patients to review physical and mental status and medication.
Provide consultation on psychopharmacology and restraint/seclusion issues when requested.
Evaluate assaultive incidents and develop a treatment plan to decrease future violence and determine whether the patient needs to remain in seclusion.
Evaluate and attend to suicide threats, attempts or self-harm and develop treatment plan to prevent self-harm or violence.
Order laboratory tests to monitor for side effects for medication in order to guard against side effects for medications.
Prescribe medication as clinically indicated and provide appropriate follow-up to assess patient response to medication.
Review and respond to the sick call book for concerns from medical staff regarding treatment for patient or whether patient needs to be seen.

10%

Medical-Legal Responsibilities

Appear and provide expert testimony in Superior Court when subpoenaed
Respond to and discuss appropriate matters with qualified individuals, such as lawyers, judges, probation officers, and community mental health workers.
Prepare forensic reports as required by the court and correspond with other future providers for continued care of the patient.
Do Involuntary medications. – have another doctor who write report for forensic evaluations.

15%

Team Leader Responsibilities

Participate in team conferences to assist Psychologist with recommendations to help patients develop long term goals and help strategize on how to reach goal.
Interact with patients' families to get more information to guide treatment. Ask families to guide us with treatment. Family will have more success with convincing patients.
Evaluate and prescribe orders for hormone treatments with patients with trends gender issues in addition to curbing appetite.

MARGINAL FUNCTIONS

5 %

All other duties and special projects as assigned consistent with this classification.

Other Information	<p>SUPERVISION RECEIVED</p> <p>Under the general direction of the Senior Psychiatrist Supervisor or designee, the Staff Psychiatrist will perform the aforementioned duties.</p> <p>SUPERVISION EXERCISED</p> <p>N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.</p> <p>ABILITY TO: Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>AGE SPECIFIC Provides services commensurate with the age of patients being served. Demonstrates knowledge of growth and development of adults.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • General Psychiatry • Geriatric Psychiatry • Forensic Psychiatry
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TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation/direction in disciplinary matters
- Pharmacological treatment of patients with refractory mental conditions

LICENSE OR CERTIFICATION – It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

- **Employees in this classification must possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the Board of Osteopathic Examiners. The employee must have and maintain a valid license to practice medicine from either the California Medical Board or the California Osteopathic Medical Board.**

TRAINING – The employee is to obtain and maintain the Continuing Medical Education (CME) hours as required by the California Medical Board or the California Osteopathic Medical Board. The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date